

INTERIM NOTICE OF CHANGE OF MANAGER/MEMBER

Limited Liability Company-DOMESTIC & FOREIGN

C.G.S. §§34-106, 34-229

Refer to Fee Schedule for amount due.

Make checks payable to
"Secretary of the State"

Website Address: www.concord.sots.ct.gov Telephone Number: (860) 509-6003

Mailing Address: Connecticut Secretary of the State, Commercial Recording Division P.O. Box 150470, Hartford, CT 06115-0470

Courier Delivery Address ONLY: (i.e. FedEx, UPS, etc.) 30 Trinity Street, Hartford, CT 06106

USE INK. PRINT OR TYPE. (Attach 8 ½ x 11 sheet if necessary)

1. Complete name of Limited Liability Company <u>REQUIRED</u> : (Must match our records exactly and include business designation i.e. LLC, L.L.C., etc.)			
2. *New Manager/Member information: (New information must include name, title, residence and business address) NOTE : Adding a new manager/member does not replace existing manager/member. Proceed to Section 3 to remove existing manager/member, if applicable.			
Name:	Title:	Residence Address-No P.O. Box:	Business Address-No P.O. Box:
3. Manager(s)/Member(s) who have ceased to be manager(s)/member(s): NOTE : Name and title must match our records exactly otherwise changes will not be reflected. Be careful to include items such as Jr., Sr., middle initials, etc. Check Concord online for name of record. Individual/Entity will only be removed from those titles indicated, therefore, be sure to include all applicable titles.			
Name:	Title(s):	Name:	Title(s):
4. Execution- <u>REQUIRED</u> : (Subject to penalty of false statement.)			
Print or type name of Signatory:	Capacity/Title of Signatory:	Signature/Date:	

*NOTE: LLC's may have many managers/members, however only up to three of those provided will be shown on the database. Additional names will be available by requesting copies of the original filing.

- An annual report will be due yearly in the anniversary month that the LLC was organized or registered and can be easily filed online @ www.concord.sots.ct.gov
- Contact your tax advisor or the Taxpayer Service Center at the Department of Revenue Services as to any potential tax liability relating to your business, including questions about the Business Entity Tax.
- **Taxpayer Service Center: (800) 382-9463 or (860) 297-5962 or go to www.ct.gov/drs**

CONNECTICUT SECRETARY OF THE STATE

INTERIM NOTICE OF CHANGE OF MANAGER/MEMBER

Limited Liability Company-DOMESTIC & FOREIGN

C.G.S. §§34-106, 34-229

Filing Fee: Refer to Fee Schedule for amount due.

Make checks payable to "Secretary of the State"

INSTRUCTIONS

1. NAME OF LIMITED LIABILITY COMPANY: Please provide the complete name of the Limited Liability Company as it currently appears on the records of the Secretary of the State. If the notice is being filed by a foreign Limited Liability Company, such Limited Liability Company should provide the name under which it is currently authorized to transact business in Connecticut.
2. NEW MANAGER(S)/MEMBER(S) INFORMATION: Please print or type the full name of the Limited Liability Company's NEW manager(s) or member(s), their titles and their residence and business addresses. Complete street addresses, including a street number, street name, city, state, postal code and country if other than the United States, are required.
NOTE: P.O. boxes are only acceptable as additional information.
3. MANAGER(S)/MEMBER(S) WHO HAVE CEASED TO BE MANAGER(S)/MEMBER(S): Please print or type the full name of Manager(s)/Member(s) who have ceased holding their position within the Limited Liability Company and their title(s) as they appear on our records.
NOTE: Name and title must match our records exactly otherwise changes will not be reflected. Be careful to include items such as Jr., Sr., middle initials, etc. Check Concord online for name of record. Individual/Entity will only be removed from those titles indicated, therefore, be sure to include all applicable titles.
4. EXECUTION: The document must be executed (signed) by an authorized official of the Limited Liability Company. That person must print or type his or her name and state the capacity under which he or she signs. The execution constitutes a legal statement under the penalties of false statement that the information provided in the document is true, and accurate.